

## Memorandum

**To:** MICHELE FELL, District 1  
DON ANDERSON, District 2  
WAYNE SCHNELL, District 3  
CHRISTINE COURINGTON, District 4  
DAVID MURRAY, District 5  
STEVE CURTI, District 6  
LINDA WRIGHT, District 7  
GARY GREEN, District 8  
BRAD METTAM, District 9  
TOM DUMAS, District 10  
BILL FIGGE, District 11

**Date:** February 5, 2002


**From:** DEPARTMENT OF TRANSPORTATION  
DIVISION OF MASS TRANSPORTATION - MS 39

**Subject:** Federal Transit Administration (FTA) Drug and Alcohol  
Management Information System (MIS) Program

Attached is a copy of the Guidance Letter For The 2001 Reporting Year. This document is also available on the Internet at <http://transit-safety.volpe.dot.gov/safety/DAMIS.asp>.

FTA has a new procedure regarding the submission of Drug and Alcohol Testing MIS Data Collection forms. All Section 5311 subrecipients must prepare and maintain MIS Data Collection forms on-site. A random sample of subrecipients must submit them to the California Department of Transportation (Department) for review (see Attachment 2). This office has notified those agencies that must submit forms to the Department. You were copied on the notification letter.

Please forward a copy of the Guidance Letter For The 2001 Reporting Year to Section 5311 subrecipients in your district that were **not** included in the random sample. Inform them that they need not submit the MIS form to the Department, but they **must** have a completed copy on-site.

  
LA KEDA JOHNSON  
Branch Chief  
Federal Transit Assistance

Attachments

# Attachment 2

<b><u>District</u></b>	<b><u>Randomly Selected Subrecipient or Contractor</u></b>	
2	Alliance For Workforce Development, Inc.	
2	Laidlaw Transit Services, Inc.	
6	City of Arvin	
6	City of Delano	
6	City of Porterville	
6	City of Shafter	
6	City of Taft	
6	City of Wasco	
6	First Transit, Inc.	
6	Fresno County Rural Transit Agency	
6	Kern Regional Transit	
6	Sierra Management	
9	City of Ridgecrest	
9	Trans West Specialties/Ridgecrest Transit	
10	Laidlaw Transit Services, Inc.	
10	Merced Transportation Company	
11	County of Imperial	